

## MEMORY AID SHEET INFORMATION FOR INSTRUCTORS

**Aid Sheet:** The memory aid (or cue) sheet is intended to provide information to trigger the answer to a question. It is not intended to provide the student with the answer. An aid sheet should not contain a synopsis of course material, but rather mnemonics and formulas that would enable the student to solve the problem.

Some students registered with Accessibility Services have medical or psychological documentation stating that they could benefit from an aid sheet. These are usually students who have significant memory problems and have difficulty retaining definitions and formulae.

The Accessibility Advisor works with the student and the student's instructor in order to give the student the opportunity to satisfy the essential requirements of the course by providing reasonable accommodations, which in this case, is an aid sheet.

The term, 'essential requirement', has a specific meaning in the field of human rights legislation. An essential requirement is a component of an activity that cannot be removed from the activity; to do so would change the essence of the activity. Although the requirement is essential, it may or may not be essential that the requirement be met in a particular way. For example, writing an exam may be an essential requirement of a course. It may or may not be essential that the student write the exam without any visual cues, such as an aid sheet.

**If remembering the information on the aid sheet is deemed to be an essential learning objective or outcome of the course, it should not be allowed.** For example, if the learning objective or outcome of the course is to know the formula, it should not be allowed on the aid sheet; however, if the learning objective or outcome of the course is to demonstrate the ability to apply the formula, then it could be allowed on the aid sheet.

**Aid sheets must be reviewed and signed off by the instructor** since the instructor is the one who decides the learning objectives or essential requirements of the course. Instructors can choose to remove memory triggers that are deemed to be essential learning objectives for the course. It is understood that the nature of some courses does not lend itself to the use of aid sheets.

## PROCEDURES:

1. The instructor reviews the memory aid accommodation request and contacts the student's Accessibility Advisor if there are concerns regarding the use of the memory aid and the essential criteria of the course.
2. The student prepares a memory aid sheet that is one 8.5" x 11" page, double-sided, or two 8.5" x 11" pages single sided, written by hand or typed with 12 size font, double spaced. The student gives the aid sheet to their instructor at least three working days in advance of the test/exam or on a date specified by the instructor.
3. The Instructor reviews the student's aid sheet and chooses one of the following options:
  - a) approve the aid sheet as is
  - b) remove (delete, scratch out, or black out with a marker) information that the Instructor has deemed inappropriate
  - c) disallow the aid sheet entirely because the memory triggers on the aid sheet are deemed to be essential criteria or learning objectives for the course
4. If approved, the instructor must sign the aid sheet and **return the aid sheet directly to Accessibility Services** at least one day prior to the test/exam.
5. The test/exam office returns the test with the aid sheet to the instructor for marking.

**If the student arrives at the Test Centre with an aid sheet not approved by the instructor, the aid sheet is not allowed. The instructor may visit the test centre and approve it at that time.**

Should you have any questions, please contact the student's Accessibility Advisor. The Advisor's contact information is located at the top of the student's Letter of Accommodation.